

WHAT CAN I DO



THE CITIZEN'S HANDBOOK FOR WAR

ISSUED BY

UNITED STATES OFFICE OF CIVILIAN DEFENSE

What can you do to give me
something to do and help

I want work in defense
even a woman can do. But there must be something
something similar to the British Women's Auxiliary
Land Force? Is there not in this country

many hours of my time

I hereby offer my services full time gratis for your Defense
program. I could enlist in Defense
for a position to aid in civilian

Surely there
is something

at night
for me to do.

In regards to the government
of the United States. As Japan wants
a fight. Please let the help, you
give them one.

offer my services

So please,
Mr. President, as you can speak to
Mr. Landon and let us give and receive
learn to work for our country

My wife, 55 years, was 14 months in a German
camp, very strong and healthy, excellent cook, would like to
and could be used in any service, which demands personal
and dependable efficiency.

I want to offer my services.
I want to get into that fight.

I would like to apply

I have seen
prison.

And I want to do
for my country.

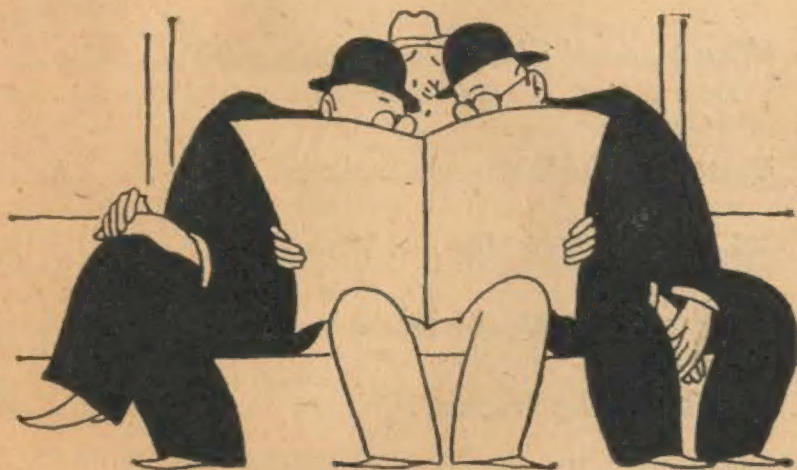
Would you please let
know how I may do
part in Civilian Defense
our Country? I am married

65 years
to my

I am

WHAT CAN I DO

The Citizen's Handbook for War



OFFICIAL PUBLICATION OF THE UNITED STATES OFFICE OF CIVILIAN DEFENSE
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Gluyas Williams illustrated this pamphlet as a contribution to the war effort.

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Chapter I

What Everybody Can Do —Everywhere

WAR changes the pattern of our lives. It cannot change our *way of life*, unless we are beaten. The kids still play baseball in the corner lot—but they knock off early to weed the victory garden, cart scrap paper to the salvage center, carry home the groceries that used to be delivered. The factory whistle blows—but it calls three shifts of workers instead of one. The daily paper still has comics, but it's the front page that carries the answer to the urgent question "how are we doing?" All over America there's a new tempo, a new purpose, a *new spirit*.

Hard work isn't hard—it's a badge of courage. That "old clothes look" doesn't matter. It's smart to be mended. "Sorry m'am, we can't get any more of those." Good! That means materials are going where they belong—into war weapons.

Only one thing worries us.

"I'm too old to fight!"

"I'm too young to fight!"

"I'm busy all day cooking and cleaning and mending."

"HOW CAN I GET INTO THIS WAR?" "WHAT CAN I DO?"

This chapter tells, under eight general headings, what everybody—everywhere—can do to help win the war. It tells how each of us can become a small fighting unit on the biggest front of all—the home front. It is written for people who have the will to fight but who have little or no spare time to give to committees, meetings, training courses, community war work.

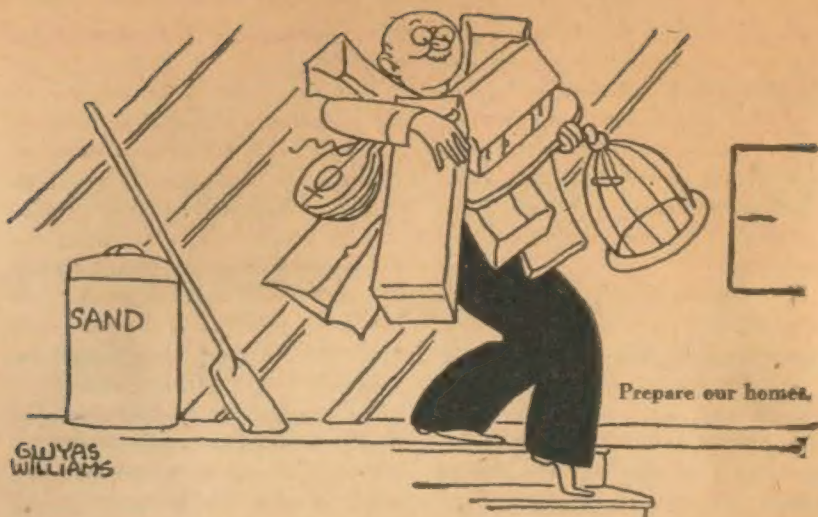
This chapter is for you, Mrs. Jones: You rarely see the bottom of your mending basket.

It is for you, Mr. Clayburg: You work so hard that you hardly ever get around to fixing leaky faucets.

But this is your war—and your part in it is clear. You don't need spare time. You need imagination to see the connection between tasks which to you may seem small and unimportant—and winning the war.

You need understanding, resourcefulness, self-discipline, determination, and love of America.

Here's what you can do:



(1) Protecting Ourselves

Did you know that:

52 million Americans live
in so-called "target areas"?

ONE thing that all of us can and should do is to prepare our homes against possible enemy air raids. This is important not only for our own protection but for the safety of the whole area in which we live. Not every town is an important target, but every lighted community may be a beacon that guides enemy planes to their targets.

The purpose of enemy raids is, of course, to destroy factories, shipyards, oil tanks, and railroads; to terrorize

the citizens, disrupt communications, and interfere with the war effort of entire communities. The enemy, in short, wants to stop us from making weapons and from sending them to our men at the front. He wants frightened people to block our highways so as to slow up military movements. He wants to catch us so unprepared that his bombs will create panic and terror and start an outcry to bring our armed forces home.

We have studied the enemy's plans. We know that we can defeat them by training the civilian army on the home front to be as skilled and disciplined, in its way, as the professional army in the field.

The experience of European cities

teaches that where the civilian protection services are well organized and where people can be relied on for obedience and teamwork, enemy air raids fail in their purpose. Even the worst raids in Britain failed to cause panic among the people or to interfere seriously with war production and shipping.

Our own situation is, of course, different from Britain's. No town in England is more than an hour's flying time from an enemy base. But in this country, the danger of enemy bombs varies, in general, with the distance from the seacoast. Our "target areas" are much more exposed to enemy raids than the rest of the country, and should be better protected. But it is very important that every community should find out *how much*

air-raid protection its location makes necessary.

Each of us must know our part in the community plan and do what is necessary with the greatest economy of money and materials. It may mean preparing our homes or places of business for possible blackouts, taking special precautions against fires, or simply knowing where our own warden post is located. The local Defense Council, the State Defense Council, and the regional office of Civilian Defense are ready to advise each community, but the job is up to the citizens themselves. Once our civilian protection is in full swing and everybody knows what to do in an emergency, the community can give its whole energy to the all-important business of *mobilizing for war.*

Blackouts.



(2) Civilian Mobilization

Did you know that:

By June 1, 1942, more than 9½ million Americans had volunteered for spare-time war work?

By that date more than 8½ million of them were doing volunteer war jobs?

WHAT can we as *civilians*, contribute to this mobilization?

1. We can contribute the manpower and womanpower that is pouring into war factories.

2. We can guard the health and welfare of our families and commu-

nities so that they can be efficient units in the war effort.

3. We can be better citizens and take a more active interest in local government and so help to make American democracy our greatest strength and inspiration.

4. We can tighten our belts and change our daily habits along each of the lines suggested in this chapter.

In the chapters that follow you will find civilian mobilization described in terms of specific people and the jobs they can—and indeed must—do, if this war is to be won. There is a job for everyone who has spare time to give, and *every job included in this book is a war job.*

(3) Conservation

Did you know that:

The steel in the two million refrigerators we made in 1939 would have made 20,000 light tanks or 56,000 antiaircraft guns?

CONSERVATION is a war weapon in the hands of every man, woman, and child. And here are two simple rules for using your weapon:

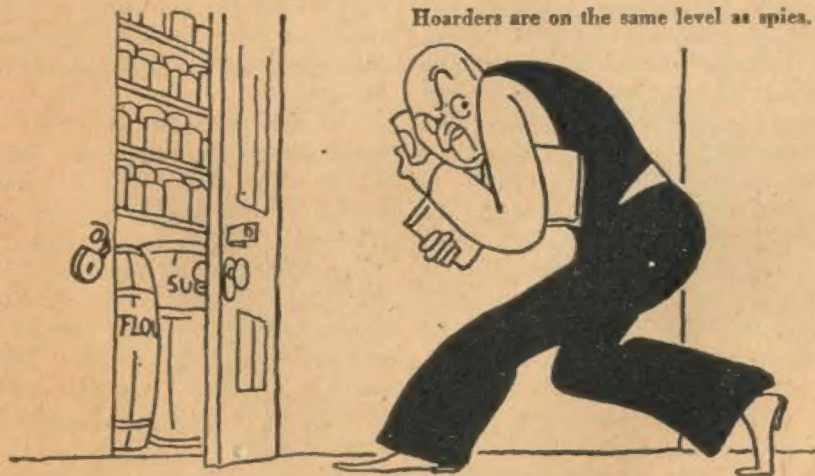
1. *Get along with less.*—Every time you decide *not* to buy something, you help to win the war. Be tough with yourself in making each decision. Luxuries are out, and lots of things we used to think of as necessities be-

gin to look like luxuries as we get more and more war-minded.

2. Take good care of the things you have. Most of the comforts and conveniences you now enjoy will have to last you for the duration. It's only common sense to make them last as long as possible. But there is no need to become frantic about your possessions, or to attach too much importance to them. That kind of thinking leads to a wild scramble for possessions and then to hoarding. In wartime, hoarders are on the same level as spies; both help the enemy.

War production goes faster when home life runs smoothly, and so it is a good idea to keep our homes and personal possessions in good order and repair. Do it now—don't wait until

Hoarders are on the same level as spies.





your things are past repairing. The more shipshape and tidy we keep our homes and personal possessions the less we will feel the need to buy new things.

Most people understand the *why* of conservation, but they want to know *how*—how to get on without, how to use less so as to contribute to the war supply, how to save, substitute, and salvage. Here are some of the "hows."

Consider, for example, a material so scarce that civilians will not get any more of it for the duration—rubber. Rubber is high up on the list of things we must contribute to the war.

We have been slow in changing our driving habits. Toll-bridge receipts were higher in January 1942 than in January 1941. This news must have pleased Hitler. It is bad news for Americans—as bad as losing a battle.

We are beginning to do much better. Pleasure riding is out for the duration. As of today we must pool our cars for necessary use, for driving

to work, to school, to the shops. We must share necessary rides with our friends and neighbors so that no car goes on the road with even one empty seat. The empty seat is a gift to Hitler.

All other rubber things should be kept in good repair, such as galoshes, raincoats, hot-water bags. When they can't be mended any more or converted to other uses, *don't throw them away*. (See what to do under *Salvage*.)

This new simple life means fewer household gadgets, because the skills and materials that made them are needed for war. Such things as refrigerators, cooking ranges, heaters, electric irons, washing machines, vacuum cleaners, toasters, sewing machines, radios, flashlights, carpentry and garden tools are precious. You won't be getting any new ones until after the war. Usually the household repair jobs are done by Dad or by the local carpenter, plumber, and electri-

We must share rides.



cian. Now, all of us should be brushing up on the hundred-and-one home skills. (If you have a little spare time see about classes in repair at the local school or elsewhere. Ask your local Defense Council about this.)

In Britain and Germany clothes are strictly rationed. In the conquered

countries people shivered last winter; the Nazis simply ripped the clothes off their backs, the blankets off their beds.

Put clothing high up on your conservation list. We need more materials—we have less. Wool used to come from Australia, silk from Japan.

All rubber things
should be kept in repair.



We have an army to clothe—less wool with which to do it.

Your clothing needs should be carefully planned so that you don't make mistakes in buying. Rotating clothes makes them last longer. "Turning" suits and coats is an old-fashioned device that is coming back into use.

Fuels of all kinds are desperately needed to run the war factories. It's

easy to save electricity—just turn off the lights, the radio, the iron, the heater when you are not using them. Gas and oil burners can be cleaned and adjusted for economical use. Adjusting your carburetor saves gasoline; cleaning your oil filter saves oil. Conservation is a weapon with a thousand blades. Use them all! (See *For Further Reading.*)



Don't make mistakes in buying.



You can help by taking it yourself.

(4) Salvage

Did you know that:

One old flatiron will provide enough scrap iron to make four hand grenades?

SALVAGE means saving things that you cannot use any more and sending them back to the smelters and the mills to be remade. Salvaged material is a vital source of war materials. To date the Government has asked for paper, rags, scrap metals including collapsible tin tubes, fats, and scrap rubber.

Salvage committees have been established as a part of the local Defense Council in most of the cities of the country to encourage salvage and to organize local salvage programs. Many of these committees issue special local instructions. Find out what is wanted in your community.

You can either sell salvaged materials to your local junk dealer or give them to a charity, school, or service organization. Either way the material will get back to war factories, which is the important thing.

Collecting from every home is a difficult problem. You can help, particularly if your collection is small, by

taking it yourself to a nearby junk dealer, or to a charity, church, or school. •

Make a thorough search of your closets, attic, cellar, and garage. You

will be surprised at the amount of useless metal, rubber, rags, and paper that can be salvaged. Have a special place to put each kind of salvaged material. The children can help,



Make a thorough search of your closets.



GLUYAS
WILLIAMS



Invest it regularly.

(5) Your War Budget

Did you know that:

Germany is spending 7 out of 10 dollars of the national income for war?

Britain is spending 6 out of 10 dollars for war?

At the time of Pearl Harbor we were spending only 2 out of every 10 dollars for war?

THE family budget must be put on a war basis. There is no quicker way of getting into the fight than by changing your habits of spending and saving.

Don't sit back and wait to be taxed.

Taxes alone will not pay for the war. Taxes, in fact, cover less than half of what it costs to fight—and win—a war these days. Here are two ways in which every one can and must help to foot the bill:

1. Save your money and invest regularly each pay day in war bonds and stamps. Put it to work in the service of freedom. Right now a war bond is your weapon for beating Hitler, as well as your security for the future.

2. Save to pay your taxes. The policy of pay-as-you-go is sound in war times—as always—and this means higher taxes.

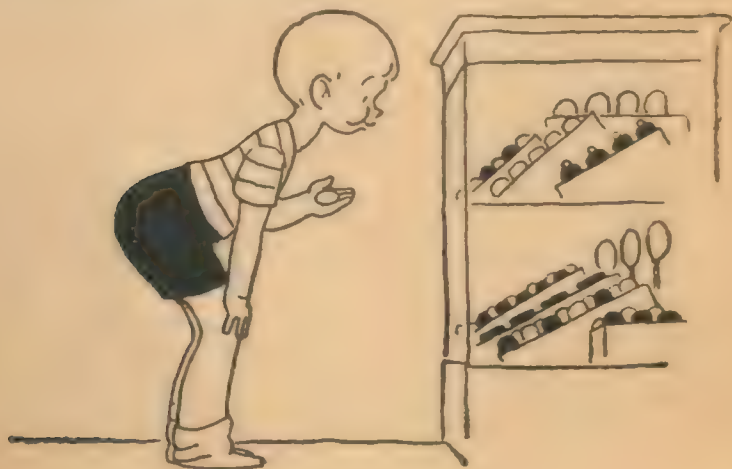
Don't let tax-day find you unpre-

pared. Put aside part of each pay check toward your income tax. The Treasury has offered Tax Anticipation Notes to help you save, and pays you a small rate of interest for the use of your money. You can buy Notes at any time and use them to pay your income tax.

When you have done these things you have taken a big step toward converting your way of life to war. Once you have mastered the art of saving,

give your attention to the art of spending. This problem is not new—but it has new angles in wartime. To a great extent you can solve the problem by good sense and good taste. You can also receive help from the Consumer Committee of your local Defense Council and other consumer agencies in your community who are eager to give you sound advice about wise spending. (See *For Further Reading.*)

Give your attention to the art of spending.



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(6) Health

Did you know that:

In 1940 the American wage earner lost on an average of 10 working days through sickness and accidents?

WAR means longer, harder work. It means also greater strain and weariness. In wartime health is more than ever a national asset—illness a liability. Illness slows down production, lowers efficiency. It uses up the time and skill of doctors and nurses who are urgently needed for war service. It consumes valuable drugs and medical materials. Good health actually cre-

ates medical services and materials for the fighting fronts. The epidemic of "flu" which followed the first World War killed 500,000 Americans—10 times more than the Germans killed. We cannot afford epidemics this time. We cannot afford accidents either.

To maintain health of body and mind, work at the job you have with all your heart and all your skill. Improve and extend your skills so you may fill other jobs in an emergency. Fit into your schedule enough time for recreation, preferably out of doors, and regular sleep.

Check up on your health and on your family's health regularly. This *preventive medicine* means: going to the dentist or dental clinic twice a

year at least, going to the doctor or clinic for a general physical examination at least once a year.

If you have some spare time you should take the standard Red Cross course in first aid (20 hours), followed by the advanced course (10 hours). There should be:

One person in every home with training in first aid.

One worker out of every 20 in factories and business with training in first aid.

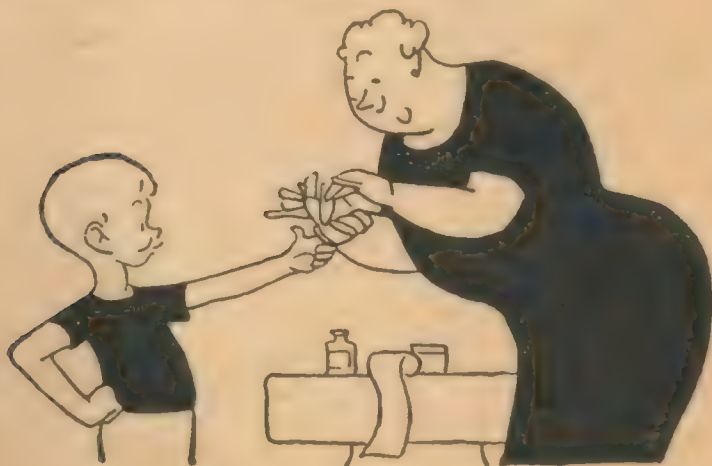
If you have an aptitude for teaching, you can make yourself even more useful by going on and taking the Instructors' Course. Instructors are badly needed.

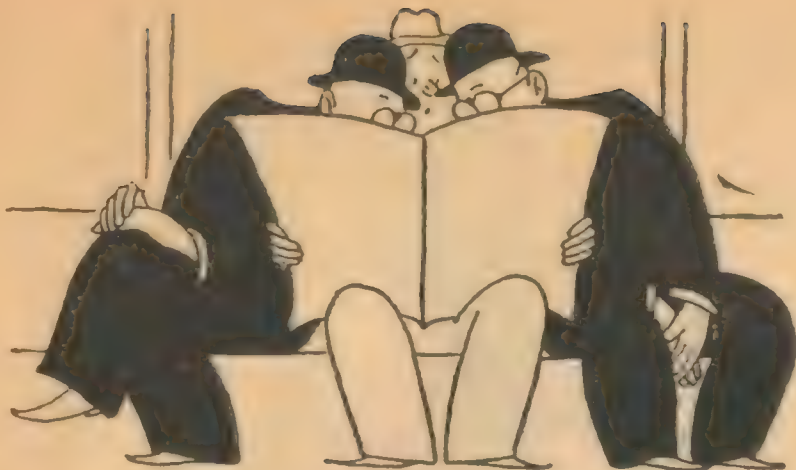
Keep a minimum supply of first-aid

materials in your medicine chest—but only what you ordinarily use. *Don't stock up.* The Army's need is greater than yours.

The Red Cross is building up a vast reserve of blood plasma at the request of the Army and Navy. Civilians are urgently requested to contribute to this vitally needed supply. Giving your blood does not involve any pain or danger. It may help to save the lives of soldiers, sailors, and air-raid victims. Consult your local Red Cross about making your contribution. If there is no Red Cross blood donor center in your community, you can volunteer now at your local hospital to give your blood in case of air raids or other emergencies.

One person in every home with training in first aid.





It means reading the newspapers carefully.

(7) Information

Did you know that:

Most of the rumors against our Government and allies are started by Hitler agents?

TRUTH is a powerful weapon in time of war, but so, also, is the lie. The enemy is trying to divide us and conquer us by means of a carefully planned campaign of lies. We can beat him at his own game by a carefully planned campaign of truth. Each of us can be a soldier in that campaign.

It is not possible to know the whole truth in wartime. Some information has to be withheld because it would

help the enemy. Information which has to be withheld is of two kinds:

1. Military facts about our armed forces and what they are doing.
2. Production facts about the number and kinds of weapons we are making.

Most other information about our war effort is yours for the asking. For it is the principle of democracy that the people shall know the truth, and the truth shall make them free.

Learning the truth is a complicated job. It means reading the newspapers carefully from day to day, studying the news articles, testing the editorial opinions against your own experience and common sense.

It means listening to news broad-



It means studying the geography of this world-wide war.

casts, talks, and discussions, and checking the facts and opinions you hear against your experience. It means making full use of your local public library for history books and magazines which give you the background of the news. It means studying the geography of this world-wide war.

It means *sizing up the enemy*. He is responsible for turning this world into a madhouse, for driving innocent people from their homes, for shooting them in rows against a stone wall, for hanging them from trees by the roadside.

He has turned his own people into slaves, and he will enslave us if he gets a chance. It is hard for Americans to believe this, but it is a fact. Is it possible that a man can be shot for speaking his mind, turning on the radio, reading a book? The French-

man did not believe it. His liberty is just as dear to him as ours is to us. He once fought a great revolution for liberty, equality, and fraternity. Today, he is a slave. We and our children will also be slaves—unless the Nazis and Japs are beaten and beaten decisively. Anyone who tells you that we can live decently in a Nazi world is giving you Nazi propaganda.

The enemy has built up the most powerful military machine ever seen—to destroy us. But we are going to destroy him—and that means studying his methods and his plans.

Learning the truth means keeping a healthy skepticism always about stories you read or hear that lead us to doubt or distrust each other, our Government and the things we are fighting for.

Your Government is not a cold im-

personal institution. It is made up of people, very much like you, who are trying, like you, to do a job. They have troubles like you; they make mistakes like you. But their devotion and good faith is as great as yours. Like you, they have only one purpose—to help win the war. Your Government has made a careful study of all the Axis broadcasts to the United States, Canada, Latin America, and to Britain. From these studies we know the Axis "line." We know that stories that make us distrust one another are deliberately and cleverly planted by the enemy through short-wave broadcasts, and through their agents in this country. They rely upon innocent and gullible people to repeat these stories and spread the poison like "Typhoid

Mary." It is an important part of your war job to recognize this poison, to show it up for what it is, and to keep it from spreading. *Don't be an unwitting Nazi agent.*

Spreading the truth actively and systematically is the second part of your war information job. At your dinner table, on your front porch, in the barber shop, the beauty shop, in your grocery store, at your place of work, at your club, don't be ashamed to speak up for the truth. Don't be afraid to nail a lie. Don't be ashamed to speak up for democracy, for religious freedom, for racial justice, for all the things which have made America great and respected. These things need your support for they are in great danger.

Don't be an unwitting Nazi agent.



GUYAS
WILLIAMS

(8) V-Homes

MILLIONS of Americans are fighting this war in their homes every day in the week, every week in the year. They are doing millions of hard jobs, dull chores, making millions of small sacrifices. They are saving and salvaging, conserving and converting. They are foregoing small pleasures, putting up with inconveniences and annoyances. They are doing these things freely and gladly because they understand the meaning of their fight for freedom: freedom for themselves, their children, and the America they love.

These steadfast and devoted people receive no medals, no citations. They do not ask for recognition, but they deserve it, not only in justice to them,

but as an incentive to go on working for victory. The road is long and hard, and all of us need cheer and encouragement.

The V-Home award is a badge of honor for those families which have made themselves into a fighting unit on the home front. If you and your family have earned such an award, you are entitled to put the V-Home certificate in your window. You will receive the award from your local Defense Council. If you and your family have not yet enlisted on the home front you can join today—the greatest civilian army in American history.

The V-Home certificate means something; it has to be earned. This is what it says:

THIS IS A V-HOME!

We in this home are fighting. We know this war will be easy to lose and hard to win. We mean to win it. Therefore we solemnly pledge all our energies and all our resources to the fight for freedom and against fascism. We serve notice to all that we are personally carrying the fight to the enemy, in these ways:

- I. *This home follows the instructions of its air raid warden, in order to protect itself against attack by air.*
- II. *This home conserves food, clothing, transportation, and health, in order to hasten an unceasing flow of war materials to our men at the front.*
- III. *This home salvages essential materials, in order that they may be converted to immediate war uses.*
- IV. *This home refuses to spread rumors designed to divide our Nation.*
- V. *This home buys War Savings Stamps and Bonds regularly.*

We are doing these things because we know we must to Win This War.

Chapter 2

The Civilian Services

What They Are

EVERY man and woman who has spare time to give to community war work can enlist in either of the two civilian services. These services are:



1. *The Citizens Defense Corps* which is in charge of the work of civilian protection against enemy air raids. This is a volunteer organization, open to all (except enemy aliens) who are fitted physically and by experience, and ready to undergo the necessary training and carry out the duties faithfully.

After finishing the required courses of training, and taking an oath to defend the Constitution, you will be enrolled and receive a certificate of membership and the right to wear the official insignia. You can be suspended or dropped from membership by the local Defense Council, if you have been improperly appointed or trained, or if you do not do your job satisfactorily.

You may do a useful Defense Corps job either in the district where you live, or in the place where you work. Not all protection jobs are needed in every community. For a description of the various jobs, the hours of training required, and the number of volunteers needed, see *Appendix*.



2. *The Citizens Service Corps*.—The members of the Citizens Service Corps are the qualified volunteers who do all the other community war jobs such as conservation, salvage, sale of war bonds and stamps, operation of home-registration bureaus, transportation surveys, and welfare work in the communities.

To become a member of the Citizens Service Corps you must qualify in one of three ways: You must have satisfactorily completed certain prescribed training courses, approved by the Defense Council; or served an apprenticeship, approved by the Civilian Defense Volunteer Office; or com-

pleted 50 hours of work, for which no specific apprenticeship or training is required, in activities approved by your local Defense Council, through its volunteer office. You can be working for any agency in your community, so long as that work is recognized by your Defense Council as meeting the required standards.

After you have satisfied the qualifications, you must take an oath to defend the Constitution and perform all the required duties.

When you are enrolled you will receive a certificate of membership and the right to wear a special insignia. Your membership may be ended or suspended by the Defense Council,

if you do not perform your duties efficiently.

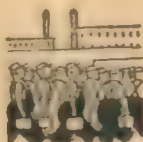
Membership in the Citizens Service Corps is a recognition that you are doing satisfactory and worth-while war work. The jobs described in the following chapters may enable you to qualify for membership, if they are approved by your Defense Council.

Persons who desire to serve in either the Citizens Defense Corps or the Citizens Service Corps should apply to the Civilian Defense Volunteer Office of their local Defense Council. If your community does not have a central volunteer office for the recruitment of civilian war volunteers, you can help to see that one is established.

Chapter 3

What Men and Women in Industry and Trades Can Do*

Factory Workers



You can do an important war job by *saving rubber* in going to and from your work, by pooling cars with your coworkers, so that your car is not used every day. You can give a hand to the new workers coming into your community by:

1. Helping them to find places to live. Ask the housing committee of your Defense Council or local housing authority about this. Take in roomers if you have a spare room in a war-crowded community.

2. Seeing that the recreation facilities of your factory and union are known and used as fully as possible. (Factory bulletin boards, information desks are useful.)

You can buy stamps or war bonds regularly by joining the voluntary pay-roll savings plan in your factory.

*For civilian-protection jobs, see *Appendix*.

New workers should be told how they can join this plan in the factory.

If you have a talent for public speaking, you can volunteer to speak at union meetings, forums, discussions, war rallies, etc. See to it that war workers are represented at community gatherings. What speaking you do on subjects connected with the war should be tied in with the programs and speaker's activities of your local Defense Council.

It is important for 1 factory worker out of 20 to know first aid. (See *Chapter 1*.)

Gardeners, Nurserymen



Like painters you may be needed for specialized camouflage work. Ask your local Defense Council also about training courses for "victory gardens" where you can teach or demonstrate in your spare time and thus prevent wasteful gardening.

Carpenters, Plumbers, Electricians



Ask your local Defense Council about training courses in simple home repairs where you could teach and demonstrate in your spare time. In many communities women and young people are eager to learn the home-repair jobs, as more and more skilled workers are drawn into war factories. Your skills may be of use in the Citizens Defense Corps. Enroll if you are needed.

Miners



Your knowledge of construction and first aid will be helpful in the demolition and rescue work of civilian protection. (See *Appendix*.)

Painters



You may be called on to help camouflage war factories, oil tanks, and other enemy targets. This is highly technical work, and should not be engaged in without expert direction.

Machinists, Mechanics



Skilled workers are so important in this war that when they try to enlist, the Army and Navy often say, "Go back to your machine. You're a soldier already—in the battle of production. At the moment we need you there more than in the field." Civilian defense needs you too—in your spare time. Find out from your local Defense Council if there are any training classes in your community where you can either teach or demonstrate your skill in your spare time. In some communities Government agencies, schools, factories, and unions are organizing such classes to offset the shortage of skilled workers.

Truck, Bus, and Taxi Drivers



There are a number of civilian-protection jobs for which you are specially fitted. See *Appendix*. Taxi drivers are important on the information front. (See *Chapter 1*.)

Chapter 4

What Men and Women in Business Can Do*

IF you own a business or are employed by a business firm, your spare time can be valuable to the war effort in many ways. This chapter is designed to help business people find volunteer jobs for which their experience fits them.

Employers have a three-fold responsibility in time of war:

1. To protect their premises, in accordance with the local civilian-defense regulations. (Consult your Defense Council about these regulations, and be sure that you are linked up with the local control center if this is necessary.)

2. To organize their employees for calm and efficient action in case of air raids.

3. To plan for the best possible protection of customers so as to avoid confusion, panic, and possible stampede when an air-raid siren sounds.

Instead of waiting for instructions, find out from your local Defense Council what protection measures are

necessary and put them into effect with the minimum expenditure of money and materials.

Retail

Merchants



You are doing the important job of carrying out the provisions of the price control and rationing regulations. It is important not only to carry out the regulations faithfully, but also to educate your sales clerks and through them your customers about the workings of price control and rationing. Your sales force, if properly instructed and trained, can be the chief instrument in helping people to understand price control and rationing and the reasons why we must all cooperate in making them work successfully.

You can offer the use of your show windows for displays of many kinds of civilian-defense work—educational displays about home protection, black-outs, rationing, price control, nutri-

*For civilian-protection jobs, see *Appendix*.

tion, etc. Consult your local Defense Council about this.

You can put up bulletin boards giving new customers information about rooms for rent, recreation facilities, and other information which would help them get adjusted to a new community. Your Defense Council should have this information.

If you have wagons or trucks you can help in the collection of scrap materials needed for war factories. Ask the salvage committee of your Defense Council about this. (See *Chapter 1*.)

On the other hand you will want to conserve rubber by cutting down your delivery service to a necessary minimum. By securing the cooperation of customers who live within walking distance of your store, you will be better able to maintain the service to customers who live in outlying districts.



Sales Clerks

As the direct link between business and the public you have an important and responsible war information job to do. (See *Chapter 1*.) You will need to understand the facts about shortages, rationing, price control, and conservation, so that you can give your customers accurate information and answer all their questions. (See *For Further Reading*.)

You can also do useful volunteer office work keeping records, manning

information booths, etc., for your local Defense Council, housing authority, or health center. Ask your Civilian Defense Volunteer Office about these jobs.

Accountants, Stenographers, Clerks



Consult the Volunteer Office of your Defense Council about volunteer record-keeping jobs in the various community agencies, such as hospitals, health centers, housing authorities, Red Cross, U. S. O., etc.



Bankers, Brokers

Your knowledge of business and finance makes your spare time valuable in many ways. You can help to guide and run your local Defense Council. You can offer your services to community campaigns, such as war chests, Red Cross, U. S. O., and other war programs where funds are collected and administered. You are doubtless already active in the war bond program. If you have a talent for public speaking you can render a great service by explaining inflation, price control, rationing, and taxation at your club meetings, public forums and discussion groups, and on the air. Consult the Information Committee of your Defense Council about this work.

Food Merchants, Grocers, Butchers, Shippers, Wholesalers



Please note the suggestions under *Retail Merchants*.

Your local Defense Council should be consulted about plans for emergency distribution of food, in cooperation with growers, dairymen, cattlemen, and truckers. Get the unions, cooperatives, and associations to take part in this war work.



Domestic Help

You can join nutrition and home-nursing classes. You can offer your spare time and services to canteens for soldiers and war workers or day nurseries for children of war workers.

Beauty Parlor Operators, Barbers, Waiters, Bartenders



Rumors can travel especially fast through your establishments; so can true and reliable information. See *Chapter 1* (Information) for what you can do. Ask your local Defense Council for posters and signs warning cus-

tomers against loose talk; also for reading material on war subjects, such as rationing, price control, conservation, salvage, and the other things your customers are talking about.

Motion Picture Theater Managers



You can do four important war jobs:

1. Make a point of showing documentary films which tell people about the war, about our fighting forces, and our Allies, about the great work of our war factories and farmers, and about civilian defense. Consult your Defense Council about securing such films.

2. See that your theater gives the greatest possible service to the community. With war factories operating 24 hours a day, many war workers have no chance for the relaxation and amusement which they need. Adjust your hours so as to give both night and day workers a chance to relax at the movies. Cooperate with other theaters and with your Defense Council in arranging a schedule.

3. Give special facilities to men in uniform.

4. Like retail merchants, you have a serious responsibility for the protection of your employees and customers against possible air raids. If you have not already taken the necessary precautions it would be well to do so right away. Your local Defense Coun-

cil will advise you how to organize your ushers into a protection unit, how to blackout your theater, and how to handle an audience in case of emergency. (See *For Further Reading*.)

Salesmen, Canvassers

Your experience gained through personal contacts with people in their homes can be very useful to your local Defense Council. In overcrowded war-production communities you may be needed in surveys of housing facilities. You can also help in pledge campaigns, and in interviewing applicants in the volunteer office for war jobs.



Cleaners, Dyers

Care of rugs, draperies, and equipment of clubs and other headquarters for men in uniform is a service which you can contribute. See *Retail Merchants* for suggestions about conserving rubber by curtailing deliveries.

Guards, Watchmen, Janitors, Doorkeepers, Ushers

See civilian-protection jobs in *Appendix*.



Messengers

You can carry messages for air-raid wardens, control and message centers, hospitals and first-aid posts, fire stations, police precincts. (See *Appendix*.)



Builders

Some builders are helping civilians to build refuge rooms where necessary, with the advice of the air-raid warden. They have volunteered their services in putting up civilian defense information and display booths at county fairs and in public places. Strict economy of money and materials is important in all these projects.

Chapter 5

What Professional Men and Women Can Do*

PROFESSIONAL workers can do many kinds of volunteer jobs both in their own fields and in outside fields where they have special talents. Doctors may be good teachers, writers and lawyers may be able lecturers. Those who read this chapter will want to take an inventory of their own talents and use for volunteer war work those which will add most to the community's war effort.



Teachers

Teachers are among the most trusted and respected members of the community and they are well aware of the responsibility this places upon them. They are helping in the rationing program; they are working overtime to cope with overcrowded conditions in schools in war-production areas. Yet still more is asked of them. They are especially needed as leaders and in-

structors in the Citizens Service Corps and the Citizens Defense Corps.

Domestic science teachers can give courses in nutrition.

Science and handicraft teachers can hold evening classes in carpentry, home-repair work, and metal work.

Nursery-school teachers can supervise day nurseries for children of women in war factories.

Teachers of business subjects and economics can hold classes and forums in connection with price control, rationing, war budgeting. (See *Chapter 1, Your War Budget.*)

Physical-training instructors can supervise recreation for war workers in crowded war-production communities.

Teachers of farm subjects can give special courses in connection with the victory-garden program.

Teachers of English, history, geography, and social studies can hold classes, forums, and discussion groups and parent-teacher meetings on such subjects as the background of the war; the nature of the enemy, the terrain of

*For civilian-protection jobs, see *Appendix*.

the battleground, the United Nations, American traditions of freedom; what we are fighting for; post-war planning. (See *Chapter 1, Information.*)

Most teachers are good speakers. They should offer their services to the local Defense Council as speakers on war subjects in club meetings, church gatherings, forums, rallies, and public meetings of all kinds, and also as instructors in the local civilian-defense school if one has been organized.

Clergymen



As you well know, clergymen are the guardians of religious and racial freedom. As such, you are soldiers on the home front. You can also enroll as chaplains in the Citizens Defense Corps.

You have many educational weapons at your command. (See *Chapter 1, Information.*) You can give your congregation a new sense of what religious freedom means by describing to them the fate of congregations like themselves, clergymen like yourself, in Germany and among the conquered peoples; by dramatizing the steadfast faith and bravery of these people under tyranny.

You can help to weld your community together by joining with the clergy of all other faiths in solving the community problems. Through the local Defense Council you can help the members of your congregation to find their places in the work

of the community and adapt the activities of the church guild or auxiliary to the human problems we must solve if we are to preserve our free way of life.

You will be in demand as a speaker at community gatherings. Your local Defense Council will, of course, want your name on its speaker's roster.

Doctors,

Nurses



Men and women with professional medical training are invaluable in helping with emergency medical and first-aid work. Due to a serious shortage of nurses because of war needs, those who have retired are being urged to come back to active service in some communities. They are also needed, in their spare time, to teach first aid, home nursing, etc.



Librarians

Your war job is important. Libraries can and should become real centers of civilian defense and war information. (See *Chapter 1, Information.*)

Adapt your library to its new job of war education. Do your best to provide your community with geography and history books and with periodicals about the background of the war.

See that the new war workers and

other newcomers to your community know about the library and its sources of war information.

Invite the soldiers from nearby camps to use the library. Often they prefer a quiet place to read to a noisy dance hall.

Help to set up and run libraries in war workers' clubhouses, service clubhouses, and other places where soldiers and war workers gather.

Work through your local Volunteer Office and Defense Council.



Lawyers

Through your bar association or local Defense Council you can offer your spare time to help service men who need legal aid. You can help them with many home problems arising from installment purchases, rents, mortgages, leases, foreclosures, thrown into litigation due to enlistment or draft. In this way you can aid service men and their families in your community.

You can also help your local Defense Council to work out knotty legal problems which arise, such as those involved when it becomes necessary for the firemen of one city to go to another city to fight fires resulting from air raids.

You can also help by seeing that soldiers drafted from law school and detailed to a nearby camp have an opportunity to continue their interest

in the law, through books, lectures, or meetings.

Friendly aliens may need your advice with their personal and citizenship problems arising from the war. In these cases you may want to work through the legal-aid societies.

Offer your services to the speakers' roster of your local Defense Council.



Musicians

People at war need the inspiration of stirring war music. It binds them together and lifts their spirit. You have a spare-time job to do in training amateur musicians, leading community bands and choruses, and helping to organize entertainment in the military camps. In this you can work with the local Defense Council and school authorities. If you belong to a union, see that it cooperates fully with the Defense Council. Band concerts and community singing should be weekly events in every town for the duration.



Artists

Art has a definite war function—to rally the people and bring them messages from their government. Artists can help in both these fields. Through your art school, museum, artists' association, or local Defense

Council you can plan and contribute to exhibits, work up posters, signs, displays of all kinds. Your Defense Council should be ready to advise you on subjects and themes. Your work may be used either locally or nationally.



Architects

In some cities architects have cooperated with defense councils to help owners of factories, stores, and public buildings design shelter rooms, gas-proof chambers, and blackout arrangements. Architects are also needed for the important work of camouflage. Ask your local Defense Council about this.

Editors, Press Agents,

Writers,

Advertisers,

Radio

People



Yours is the essential job of war information in your community. You are doubtless doing this job in your working hours. Your spare time is needed as well. You have the responsibility of telling the American people how the war is going and what they can do about it. Washington cannot do this job without your help. See to it that the people in your

community get the truth. Try also to interpret the truth for your friends and neighbors in their own terms.

Your local Defense Council should have an information committee representative of the local press, radio, and other publicity channels. Make it truly representative. Offer your service to it. Then help to plan an information program for your community which will cover not only war news, but such subjects as rationing, price control, health, housing and recreation in overcrowded areas; friendly relations with nearby training camps, and, finally, education in war aims. (See *Chapter 1, Information.*)



Social Workers

Social workers are urgently needed as leaders and planners to meet the human problems arising from the war in all our communities. They are particularly needed in two types of communities: war-production communities and communities near military training camps or naval stations.

In both the latter communities, there is overcrowding due to the influx of war workers and their families or of service men. In both cases there are acute problems of housing, feeding, children's recreation, and social adjustments. The solution of these problems contributes to the winning of the war.

Local employment bureaus, housing

registries, health centers, day nurseries, playgrounds, clubhouses—these offer many opportunities for professional social workers. Planning emergency care in case of attack or evacuation is also important. Volunteer workers can be trained to help in all these fields.

Work with the Volunteer Office and the appropriate community service committees of your Defense Council to see that all the communities' facilities are used to the full.

Actors, Entertainers



Actors and entertainers can participate in civilian-defense rallies, war-bond campaigns, town meetings, and in plays, pageants, and radio programs connected with the war. U. S. O. clubhouses need good entertainment. Local camp commandants would welcome volunteer entertainment units.

Engineers



An engineer's advice is useful for local defense planning for road and bridge repair, demolition, gas proofing, utility and sewer repair, sanitary safeguards, etc. Consult your local Defense Council.

Photographers



Every local Defense Council needs good publicity pictures as well as identification pictures for its volunteer workers. Councils can also use posed photographs showing approved methods of first aid, fire fighting, etc., for instructional purposes. Members of protective services who are photographers can photograph their activities, both for the purpose of improving efficiency and for historical and educational use.

Chapter 6

What Men and Women on the Farm Can Do*

THE war job of the American living on a farm is production—production of food for ourselves and our Allies. Your production goals have been set. To meet them you must produce more of almost everything.

You may think you are too hard-pressed by your individual farm-production battle to add even one more chore to the big job you are now doing. But there is more to be done.



This is not a new idea. On the American farm there is always *more to be done*.

The pioneer men and women who cleared the land on which you live and work were not looking for an easy life. They were looking for a *way of life*—and that same way of life is what farmers are fighting for today.

Farmers are asked, specifically, to use care and skill to conserve their farm machinery and to keep it in good repair.

*For civilian-protection jobs, see *Appendix*.

Recreation on wheels is out for the duration of the war; your rubber tires and your car must be saved for the all-important business of growing and shipping the food which helps to win the war.

You are asked to save oil.

To save gasoline.

To conserve steel by re-using baling wire.

To use binder's twine economically.

To repair old machinery and bring it back into use.

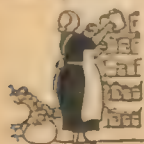
To share farm machinery and equipment with your neighbors.

To help your neighbor and exchange work with him so that you both may be able to handle your peak load of work.

To use smaller quantities of higher-analysis fertilizer, saving labor, transportation, and bags.

Salvage of waste materials and scraps, particularly old rubber and scrap metals, helps to win the war. Be sure to return all usable burlap bags to your dealer.

U. S. D. A. County War Boards can help you dispose of your scrap materials if you have no local scrap dealer. Farm-implement dealers and volunteer farm organizations are also helping to bring in the scrap. In many counties where there is no other collection system, Government collectors will pick up scrap at the farm and pay for it. But you can help most by bringing your scrap to town yourself. The important thing is to get every pound of metal, burlap, and rubber that you do not need on its way into war production.



You will want to grow and preserve as much food as you can for your own use.

Canned, dried, and stored fruits, vegetables, and meats mean that just so much more of the commercial product is available for our soldiers in foreign lands and our Allies.

You may need help in finding the necessary labor to grow your quota of food for victory. The local office of the United States Employment Service can help you. Or, ask your local U. S. D. A. War Board.

If there is an Army camp or Naval base near your farm you can be a good neighbor to the men stationed there. They will be grateful for your friendly interest and hospitality.

If you belong to a national farm organization, 4-H Club, the Future Farmers of America, a home-demonstration club, a church group, or any other club, be sure that it is doing its war job, just as you are doing yours.

Like all Americans you are asked to put everything you've got into this fight, to refuse to spread rumors, to recognize the enemy's lies and show them up; to keep posted on the progress of production in the factory as well as on the farm; to put every penny of your savings in war bonds and stamps.

America's rural population has been called its backbone. In these days America needs backbone.

While workers in cities may be manning the machines on the night shift or searching the skies for enemy planes, you may be resting soundly for another day's sun-up to sun-down battle on your own production front.

It's all part of the same job of winning the war.

Chapter 7

Specific Jobs For Women*

(1) Converting Your Home

IN wartime as in peacetime, the biggest industry in America is homemaking.

In this war, homemaking can—and must—contribute to victory. The President has spoken of the “family effort” as a vital factor in winning the war. This is the first war in history in which the “family effort” may well turn the tide against the enemy, may well make the difference between defeat and victory.

The “family effort” is, of course, a cooperative affair, but more often than not, it is the wife and mother who finds herself in charge. Right now, the “family effort” is a job of conversion. Just as automobile factories had to be converted into tank factories, so the home has to be converted from a peacetime to a wartime basis.

This is the homemaker’s first and most important job. Conversion does not mean tearing down or ripping apart; it means creating a satisfying life with fewer comforts and conveniences; and this means using what

you have with more skill and imagination. You will find these qualities useful in the work of conversion. In this work remember always that there is no cheap or easy road to victory. Keep as your signpost the President’s words: “We can face the fact that there must be a drastic reduction in our standard of living.”



Putting the family budget on a war basis should be your first concern. (See *Chapter 1, Your War Budget*.) Once you have set your goals for saving and spending, you are ready to meet the challenge of cutting down the material needs of your family all along the line. This is war work of the most necessary kind.

You can conserve rubber by putting the car on a war basis; by cutting down your trips to market, by planning your shopping carefully. Join with your friends and neighbors so that no car goes to market with an empty seat. The same with trips to school. Don’t use the car to go places

*For civilian-protection jobs, see *Appendix*.



within walking distance. Short trips eat up mileage without your knowing it. Walking is good for you and your country.

You can conserve clothes by taking specially good care of the family supply. Clothes last longer if they are kept clean, mended, and mothproof. Make them over, convert them, but never throw them away. (See *Salvage* below.)

You can conserve food. It's our most valuable weapon, next to arms. We have to help feed our Allies as well as ourselves, to maintain their fighting efficiency. Britain, Russia, and China depend on us for food supplies. The farmers of America are working long and hard to do this double job. All our Allies are hungry, some are starving. We have plenty to eat, but we cannot afford to waste a scrap.

Consider the case of sugar, for example. The enemy has cut off part of our supply, and we need great quantities to make industrial alcohol which in turn makes gunpowder. It is literally a choice between gunpowder and sugar. No American who understands this choice considers hoarding sugar, or any other scarce material. You may have seen the slogan "Hoarding Helps Hitler." This is literally true.

We have chosen the sensible way of dealing with the sugar shortage—turn as much as necessary into gunpowder, and with the rest—ration.

Rationing is the fairest way to divide up what we have so that everybody gets an equal share. It doesn't matter how much money you have—you still can't buy more than your share. And that is where price control comes in to see to it that everybody can afford to buy the full amount of his or her ration.

You will probably hear stories to the effect that the rationing of sugar really isn't necessary, because there is plenty on hand. You may even hear it said that there are literally mountains of sugar rotting away in a warehouse in Texas. You can see how rumors like these are calculated to shake people's confidence in the whole system of rationing. This is a serious matter, and you should know the facts about sugar so that you can circulate them whenever you find yourself among people who do a lot of talking without taking the trouble to find out the truth.



Conserving food is only half the problem. The other half is to make sure that the family is not only well fed but well nourished. Health, efficiency, and the fighting spirit are all improved by the right food. The study of nutrition teaches us to choose the right food, and almost everybody has something to learn on this subject. Find out about courses in nutrition from your local Defense Council.

In *Chapter 1* we spoke of *Salvage*. This is another part of the family

effort which the woman can organize and direct. Your children can be your chief helpers in this work. They can collect and tie up your scrap paper, old clothes, old rubber, and metals which you cannot use any more, and help to cart them to the local salvage center or junk dealer. If you sell your scrap to the junk dealer, the children will have earned a share of the proceeds.

In your attic, closets, barn, or shed you may find old metal toys, wire, or

rusty nails which you cannot use. This kind of treasure hunt will delight the children and produce scraps for salvage.

The success of the family effort in this war depends not so much on things as on teamwork, good will, and loyalty. Here again the wife and mother usually sets the pace, provides the inspiration. She has pulled the family through hard times in the past, she is doing it now, with head high and flags flying.

(2) Jobs Outside the Home

Some work which women can do has already been listed in earlier chapters; please read them all and consider the following suggestions as a supplemental group. (Be sure to consult the Volunteer Office of your local Defense Council as to the need for the type of work you would like to do.)

For Men in Uniform



You can offer your services to the local U. S. O. as a canteen worker, hostess, or receptionist. You can provide entertainment in your home. You can write letters to the families of service men you have met in your town. They will appreciate first-hand news about their men.

For New War Workers in Your Community



You can help them and their families to adjust themselves to your community. Housing, feeding, schools, and recreation facilities will be overstrained. Help your local Defense Council to use the existing ones to the full and to provide more if necessary. Take in roomers if you can; help to start canteens, and day nurseries for working mothers if they are needed. See that all playgrounds are open full time. Help newly arrived families to know about these things. Make them feel welcome in your home town.

Health, Medical Care and Nursing



Because of the shortage of nurses and doctors in time of war, there are many jobs open to women who are ready to train in this field. These are important war jobs, for by doing the nontechnical work, you actually relieve doctors and nurses for war service in the field.

First Aid. (See *Chapter 1, Health.*)

Home Nursing. This training course teaches you to keep your own family well, and to take care of illness in your home (24 hours of training by the Red Cross).

Nurses' Aide. (See *Appendix.*)

Laboratory Assistant. A short training course enables you to be a laboratory helper, or file clerk.

Nutritionist Assistant. A short training course fits you to help the trained nutritionist in teaching and demonstrating.

Club Work



If you belong to a club, labor union auxiliary, or church society, you can help to bring its activities into line with the volunteer war work of your community. You can concentrate club work on wartime activities, such as the study of conservation, rationing, price control, inflation. You can get your club to work with the consumer, recreation, housing, health, and other committees of the Defense Council and with the war-bond committee.

You can join with other community groups doing war work along the same lines as your own.

Make it the special job of your club, in cooperation with your Defense Council, to look after the interests of workers in war factories, friendly aliens in your community, service men who come to your community.

You can serve the local Red Cross unit, or help to start an auxiliary unit, if it is needed, to roll bandages, make hospital garments, etc.

Chapter 8

What Boys and Girls Can Do

Boys and girls like everybody else, will have to sort themselves out and find the places where they can be most useful on the home front. Please look first at *Chapter 1* where jobs for everyone are listed, regardless of age or occupation. You will want to read the other chapters as well, for there are war jobs in which you can help the older people—your parents, teachers, friends.

You will find work at home, at school, in your Scout troop, 4-H Club, through your church or some other community organization. Your parents and teachers ought to be consulted about ideas which you think up by yourself.

Here are some things you and your friends can do right away:

If your home is in a target area, you should learn what to do in case of an air raid.

You should keep yourself strong by eating the right kind of food, getting enough sleep, and exercising in the open air.

You should save money regularly and buy war stamps.

You should be careful not to waste

anything, take care of your clothes, toys, books, bicycle, all the things you use at home or in school, so that they will last as long as possible. You won't be getting many new things in wartime.

Being Useful at Home



Let's think what it means to be helpful at home.

You can volunteer as your mother's special delivery boy or girl between home and the neighborhood grocery, drug store, cleaning establishment, or shoe-repair shop. This will save rubber needed for planes and tanks.

You can take care of younger brothers and sisters and do the home jobs that will free your parents for war jobs.

You can learn to use tools, to repair and make things which are needed in your home. There won't be many repairmen available in wartime. You can learn to sew and mend, to cook and plan meals. Your parents will be busier with community tasks from now on.

You can be sure that all waste paper, scrap metal, old rags, old rubber, and greases in your home are being collected and hauled away to the proper agency or junk dealer.

Being Useful in School



The shop work and domestic science you learn in school will make you more useful at home.

Many of the things you study in school will help you to understand the war—history, geography, and the other social studies, current events, and science. You can form discussion clubs or forums in your high school. You can make posters on war subjects. Perhaps you can speak in assemblies on subjects of wartime importance.

When you serve as school traffic policemen, you are releasing adults for war work.

If you are 12 or older, or have finished the sixth grade, you can take the Junior Red Cross course in first aid. Agencies like the Junior Red Cross give high-school boys and girls a chance to make splints, dressings, stretchers, and other first-aid supplies for emergency centers and hospitals. Some are making and repairing furniture, games, and puzzles for camps and recreation centers. Some are making clothing for welfare centers and arm bands for civilian-defense councils.

The Government has asked school boys to make 500,000 model airplanes for use in teaching airplane spotters and aviation cadets. Perhaps you can help in this program.

If you are in high school, you can learn skills like mechanical drawing, machine work, wood work, electrical work. We shall need more skilled workmen in war plants.

Being Useful in Your Town



If you are sixteen or over, you can register with the Volunteer Office of your local Defense Council. If you are under sixteen, your community war work will have to be supervised by your school or club (Boy Scouts, Girl Scouts, Campfire Girls, Boys' Clubs, 4-H Clubs, Future Farmers, etc.). First of all talk to your teachers or club leaders and find out what they think needs to be done and how you can best do it. Your teachers or leaders can recommend you for membership in the Citizens Service Corps when you have had the right training and done the required work.

One of the most useful things you can do for your community is to help salvage the war materials we have been talking about in this book. You can also collect books, magazines, and phonograph records for camps and recreation centers.

Your local Defense Council may need you to distribute government literature or war posters.

In connection with your school or club, you may be able to work in a victory garden, helping to supply food for your town. If you are over fourteen, ask your teacher about the possibility of working on a farm in the summer time.

If you have taken a course in type-writing, you may be able to help your local Defense Council in clerical work.

Some boys and girls have helped to make maps of their neighborhoods, showing water mains, fire plugs, etc. Other jobs in the protective services are open to you if you are old enough. (See *Appendix*.)

If you are in high school, you may be able to help as a club leader for younger children or as a junior supervisor on playgrounds. Many adult

leaders and supervisors are in the Army or in war industries now. Your help may be needed in a day nursery for small children whose mothers work in war factories.

If there are new families moving into your town to work in your local war factories, you can do an important job by looking out for the new boys and girls. Just imagine yourself a stranger in a new town and a new school, without any good friends. Give these boys and girls the same kind of chance to join the fun that you would like to have if you were in their place. Take them into your club, your crowd, show them around, make them feel that they belong. Make them your friends. Their mothers and fathers are helping to win the war, too.

Appendix

Civilian Protection Jobs in the United States Citizens Defense Corps

THIS is a list of the various volunteer groups needed to protect the community in time of emergency. Men and women who undertake these jobs are expected to stay at their posts faithfully in bad weather or danger. They should not accept these grave responsibilities unless they are willing and free to be called at a moment's notice any day or night.

You will note from the list below that only about 64 persons out of 1,000 of the population are needed for the Citizens Defense Corps. This number varies, of course, according to the needs of each community. It means that everybody cannot be an air-raid warden. It means that most people must look to the Citizens Service Corps for the many individual war jobs which they can do in their own homes and communities.

Command Section (or Staff Corps).

Basic Training: 20 hours.

Number of workers needed per 1,000 of population: 6.

The staff is composed of those who man the control center for the community's protection and direct activities for the Commander of the Citizens Defense Corps. In addition to executive work there are typing, filing, switchboard, and general office duties.

Drivers Corps.

Basic Training: 38 hours.

Workers needed per 1,000 of population: 5.

People who can offer their cars as well as their time are needed. They must be experienced drivers in good physical condition and with good vision. Cars and drivers are assigned to first-aid squads, control centers, casualty stations, etc.

Messengers.

Basic Training: 20 hours.

Workers needed per 1,000 of population: 8.

This group is vital for the maintenance of communication under any conditions.

Rescue Squad (Men).

Basic Training: 40 hours.

Workers needed per 1,000 of population: 2.

These men need coolness and courage, physical strength, and some knowledge of building and construction. Their job is to rescue people from wreckage, shut off broken electric lines, gas and water mains.

Auxiliary Police (Men).

Basic Training: 23 hours.

Workers needed per 1,000 of population: 4.

This group helps the regular police in maintaining order under emergency conditions. Many communities have drawn their auxiliary policemen from veterans of the last war.

Auxiliary Firemen (Men).

Basic Training: 27 hours.

Workers needed per 1,000 of population: 4.

This job is under your local fire department and is a wartime aid to the regular fire-fighting forces.

Air-Raid Wardens.

Basic Training: 23 hours.

Workers needed per 1,000 of population: 8.

Wardens patrol districts during blackouts and air raids; they must know the people in their district, see to it that blackout measures are effective, and report property damages or casualties. Wardens are the chief guardians of their territory.

Fire Watchers.

Basic Training: 10 hours.

Workers needed per 1,000 of population: 10.

Watchers are posted on roof tops and other strategic places to extinguish or remove incendiary bombs as soon as possible, fight small fires, and report uncontrollable ones to the fire-fighter squads.

Demolition and Clearance Crews.

Basic Training: 10 hours.

Workers needed per 1,000 of population: 2.

Those men ordinarily are employees of the local public-works department. They are specifically trained in work that may have to be done as a result of an enemy raid in which high-explosive bombs are used. Some of their jobs include dynamiting unsafe walls of partly wrecked buildings, clearing streets of rubble, filling bomb craters, and restoring traffic routes to normal conditions.

Road Repair Crews (Men).

Basic Training: 10 hours.

Workers needed per 1,000 of population: 2.

They restore traffic as rapidly as possible after raids, working ordinarily under the local public-works department and following up the rough clearance of the demolition squads.

Decontamination Squads.

Basic Training: 20 hours.

Workers needed per 1,000 of population: 1.

This is a very specialized work not needed in all communities. It is con-

cerned with removing effects of poison gas and giving aid to gas casualties.

Emergency Food and Housing Corps.

Basic Training: 7 hours.

Workers needed per 1,000 of population: 1.

Emergency food and shelter must be provided for those whose homes are destroyed by the enemy.

Medical Auxiliaries.

Basic Training: 27 hours.

Workers needed per 1,000 of population: 3.

In air raids or other disasters emergency care of the injured will be the responsibility of Emergency Medical Field Units, organized by hospitals and composed of squads of physicians, nurses, and nursing auxiliaries.

Nurses' Aide Corps (Women).

Basic Training: 109 hours.

Workers needed per 1,000 of population: 6.

Nurses' aides help nurses and doctors so they may care for more patients. Special training by the Red

Cross is necessary in this field. Aides may help nurses at any time in wards and out-patient clinics of hospitals and public-health services, and will be assigned to Emergency Medical Field Units for duty in disaster. C. C.

Air-Raid Information and Filter Center Operators (Women).

The United States Army Air Corps has, in certain coastal cities, plotting board stations to detect the approach of enemy planes. They are secret and women volunteers are "in the Army." Switchboard operating experience is helpful but not essential. More volunteers are needed. Ask your Defense Council, if you live in a city within 300 miles of the coast.

Forest Fire Fighters.

Basic Training: 12 hours.

Auxiliary forest fire fighters serve in emergencies to supplement State and Federal forest fire control forces. They come chiefly from rural areas. Technical training and organization is in the hands of the forest-protection agencies.

For Further Reading

The material listed here may be obtained free as explained below. For other information on these and related subjects write to U. S. Office of Information, Washington, D. C.

HOW TO ORDER.—Send your request to the agency which issues the information. (The agency is named in italics above each list.) Write your name and address plainly on your letter and the envelope. Be sure to give correct street address or rural route number. Give both the title and number, if any, of each item desired.

AGRICULTURE

U. S. Dept. of Agriculture, Washington, D. C.

Chronology of agriculture's part in war
(Food for freedom program, background information series no. 4.)

Goals for 1942.

Wartime farm production. (Food for freedom program, background information series no. 5.)

Our food supply in wartime. (Speech by Secretary of Agriculture Wickard.)

The part farm women play in winning the war. (Speech by Mrs. Wickard.)

CIVILIAN DEFENSE

Your local Defense Council.

A handbook for air raid wardens.

A handbook for auxiliary firemen.

A handbook for auxiliary police.

A handbook for decontamination squads.

A handbook for demolition and clearance crews.

A handbook for drivers' corps members.

A handbook for emergency feeding and housing corps.

Handbook of first aid.

A handbook for messengers.

A handbook for rescue squads.

A handbook for road repair crews.

CIVILIAN PLANNING GUIDES

Volunteers in child care.

Volunteers in consumer programs.

Volunteers in family security.

Volunteers in health, medical care, and nursing.

Volunteers in nutrition.

Volunteers in recreation.

How to organize civilian protection in your community.

CONSERVATION AND SALVAGE

U. S. Dept. of Agriculture, Washington, D. C.

1894F. Coat making at home.

1831F. Judging fabric quality.

Keep them lasting.

Rubber: home care and repair.

1474F. Stain removal from fabrics, home method.

Office for Emergency Management, Washington, D. C.

Salvage for victory.

Salvage for victory program.

CONSUMER INFORMATION

U. S. Dept. of Agriculture, Consumers' Counsel Division, Washington, D. C.

Be a victory planner in your home.

Consumers' Guide.

Do you listen to Consumer Time?

*Office of Price Administration, Consumer
Division, Washington, D. C.*

Consumer prices.

132 million consumers act for victory.

A Negro community works in behalf of its families.

A Negro rural family learns to use the consumer services of its Government.

Rationing—why and how.

Recipes to match your sugar ration.

What wartime price control means to you.

Sugar and wartime.

General maximum price regulation, bulletin 1.

General maximum price regulation, bulletin 2.

What every retailer should know about wartime price control.

Why gasoline rationing?

Your local Defense Council.

Volunteers in the consumer program.

GARDENING

U. S. Dept. of Agriculture, Washington, D. C.

1044F. The city home garden.

1371F. Diseases and insects of garden vegetables.

1673F. The farm garden.

MP483. Victory gardens.

GENERAL INFORMATION

Office of War Information, Washington, D. C.

Divide and conquer.

The unconquered people.

*U. S. Dept. of Labor, Children's Bureau,
Washington, D. C.*

283. A children's charter in wartime.

282. To parents in wartime.

*Office for Emergency Management, Wash-
ington, D. C.*

OEM handbook.

Production goes to war.

LABOR

U. S. Dept. of Labor, Washington, D. C.

Control of welding hazards in defense industries. (Special bulletin no. 5.)

Effective industrial use of women in the defense program. (Special bulletin no. 1.)

He is building the arsenal of democracy—give him the training he needs.

Lifting heavy weights in defense industry—methods for conserving the health of women workers. (Special bulletin no. 2.)

Out of crisis—opportunity. (Bulletin no. 43.)

Protecting plant manpower. (Bulletin no. 3.)

Safeguarding manpower for greater production. (Special bulletin no. 1.)

Safety clothing for women in industry. (Special bulletin no. 2.)

The worker's safety and national defense. (Special bulletin no. 2.)

Women's vocational training needs in the defense industries.

*Office for Emergency Management, Wash-
ington, D. C.*

U. S. labor goes to war.

What is labor doing in the war?

NURSING AND MEDICAL CARE

*U. S. Public Health Service, Washington,
D. C.*

Bill gets the works. (Workers' health no. 6.)

But flu is tougher. (Workers' health no. 1.)

Leonard's appendix and how it burst. (Workers' health no. 2.)

Trouble in the midriff. (Workers' health no. 5.)

Until the doctor comes. (MP 21.)

Wake up Main street. (Community health no. 1.)

You can end this sorrow. (Venereal disease no. 3.)

Your local Defense Council.

Volunteers in nursing.

Your local Red Cross chapter.

American Red Cross Nursing Service. (ARC 703B abridged.)

General information on the course in Red Cross nursing service. (ARC 704.)

Historical high lights in Red Cross home nursing course. (ARC 748.)

NUTRITION

U. S. Department of Agriculture, Washington, D. C.

Apple recipes.

MP 472. Community food preservation centers.

Consumers' guide.

Dried beans and peas in low-cost meals.

Dry skim milk.

Dried fruits in low-cost meals.

Egg dishes at low cost.

Food for growth.

Green vegetables in low-cost meals.

1762F. Home canning of fruits, vegetables, and meats.

Market lists for moderate-cost and liberal meals.

1908F. Meat for thrifty meals.

Root vegetables in low-cost meals.

Three market lists for low-cost meals.

20 questions on enriched flour and bread.

Vitamins from farm to you.

U. S. Dept. of Labor, Children's Bureau, Washington, D. C.

270. The road to good nutrition.

Well-nourished children. (Folder 14.)

Federal Security Agency, Washington, D. C.

The home front in national defense.

U. S. needs us strong.

Food for thought. (Education and national defense series no. 22.)

Your local Red Cross chapter.

American Red Cross in the movement for better nutrition. (ARC 740.)

Suggestions on feeding in a disaster. (ARC 994.)

Your local Defense Council.

Volunteers in nutrition.

WAR SAVINGS BONDS AND STAMPS

Treasury Dept., War Savings Staff, Washington, D. C.

Bonds or bombs.

Help win the war with the money you save.

DSS 333. Madame chairman and Mr. chairman.

What you should know about U. S. savings bonds and stamps.

can do to help National Defense
I am not a man
old enough to be in some thing for my country

I am a nurse-57 years old-too old to take any active service
other than preparing meals but with some help I can do that.

can I do?

an inquiry to see if in the course
of my traveling coverage out of the above city as
headquarters and covering away down and
spring camps etc. of as as or better if it cannot
find some assignment that might move me fit to see me
into a 70 or 84 hour week in conjunction with
my calling activities

If and when
you can see
me

Dear Mr. President.
I am 7 years old
I am in the second

I feel the
urge to help

America needs
everyone

I want to offer my services to you for any
organization work you may have for me in connection
with civilian defense.

My husband is
old. he is willing
to help. Hoping to

5 yrs. of age to help the defense
As a delegate of a group
of thirty first rural ladies. I
am asking what we can do for
national defense.

conc.
be
ourage

I am interested in
joining Civilian Defense.

now 50 years of age. feel that I am
still capable to be of assistance to you
sacrifice is too great

I am a veteran of the last

Where to Learn What YOU Can Do

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